



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5420.184D
ASN(M&RA)
18 March 1999

SECNAV INSTRUCTION 5420.184D

From: Secretary of the Navy
To: All Ships and Stations

Subj: THE MARINE CORPS RESERVE POLICY BOARD (MCRPB)

Ref: (a) Title 10, United States Code, Section 10304 (NOTAL)

Encl: (1) Prescribed format for submission of nominations to the
MCRPB
(2) Prescribed format for the submission of
recommendations to the MCRPB

1. Purpose. To prescribe policies and procedures for the administration of the Marine Corps Reserve Policy Board (MCRPB).

This instruction contains extensive revisions and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5420.184C.

3. Background. The MCRPB is established under reference (a), which provides: "A Marine Corps Reserve Policy Board shall be convened at least once annually at the seat of government to consider, recommend, and report to the Secretary of the Navy on Reserve policy matters. At least half of the members of the Board must be officers of the Marine Corps Reserve."

4. Composition

a. The membership of the MCRPB will be composed of highly qualified individuals of the Marine Corps' Active and Reserve component forces who possess a wide range of experiences, to include female and minority representation. The membership will consist of 17 members, 14 officers and 3 enlisted, appointed from the following areas:

(1) The chairperson will be a Marine Corps Reserve Major General.

(2) Three Marine Corps Brigadier Generals, two from the Reserve component and one from the active component.

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(3) The following officers, serving in the grade of colonel, lieutenant colonel, major or chief warrant officer.

(a) Four Active Reserve (AR)/Active component Marine Corps officers.

(b) Five officers of the Selected Marine Corps Reserve.

(4) A Naval Reserve Medical Department Officer (MC, NC, DC, MSC) serving in the grade of commander or captain, preferably with experience serving with the Marine Corps Reserve.

(5) The Sergeant Major of the Marine Forces Reserve (MARFORRES).

(6) Two Selected Marine Corps Reserve members, serving in the grade of sergeant major or master gunnery sergeant.

b. All members are appointed by and serve at the option of the Secretary of the Navy, normally for 3 consecutive years.

c. All applicants should have 3 years of eligible service remaining (e.g., age/promotion limitations).

d. Application submission deadlines and requirements to fill vacancies will be issued by the Deputy Assistant Secretary of the Navy (Reserve Affairs) (DASN(RA)).

e. Individuals selected for membership on the MCRPB will be notified by the DASN(RA).

5. Administration

a. The MCRPB will be convened by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)).

b. The Chairperson of the MCRPB shall determine the rules of procedure for the meetings, may appoint such standing and special committees as may be necessary, and shall submit an annual report of the Board's proceedings via ASN(M&RA) with comments from the Commandant of the Marine Corps and the Chief of Naval Operations to the Secretary of the Navy at the end of each calendar year.

c. Members will be invited to the designated meeting location on the occasion of each meeting and will be issued appropriate orders for the period necessary to attend the designated session, to include travel. The Commandant of the Marine Corps will fund all Marine Corps

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members. The Chief of Naval Operations will fund the Naval Reserve Medical Department Officer. Acceptance of the orders is voluntary; however all members are expected to attend the scheduled sessions. Those members unable to attend may be replaced in order to ensure full membership and representation at each Board meeting.

d. The proceedings of the MCRPB will be published annually by the ASN(M&RA) through the directive system. In order to reduce lead-time and duplication, the Board report and annual directive, along with all comments and recommendations will be forwarded concurrently to the Secretary of the Navy.

6. Board Convening Periods. The MCRPB will meet during September in the Washington, D. C. area and at various locations and times during the year as directed by the Chairperson. The Secretary of the Navy may request that the Board, specific committees, or individuals meet at other times as necessary throughout the year.

7. Action

a. The Commandant of the Marine Corps shall:

(1) Submit nominations for membership on the MCRPB as requested by the DASN(RA). With the exception of the General Officers and the MARFORRES Sergeant Major, three nominations, together with the information requested on enclosure (1), are required for each Marine vacancy.

(2) Establish procedures that provide for the timely submission of policy matters to be referred via the Commandant of the Marine Corps to the MCRPB. All items submitted should be forwarded using the format prescribed in enclosure (2).

(3) Review all items for appropriateness prior to submission to the MCRPB, take necessary action on all administrative matters not involving policy and notify the originator of the action taken. Forward the remaining items for consideration by the MCRPB, with comment and recommendations, to the MCRPB via DASN(RA) not later than 30 days prior to the month in which the Board is scheduled to convene.

(4) Receive the annual report of the MCRPB and submit appropriate comments/recommendations to the DASN(RA) for inclusion with the MCRPB report to the Secretary of the Navy, not later than 45 days after the report is finalized.

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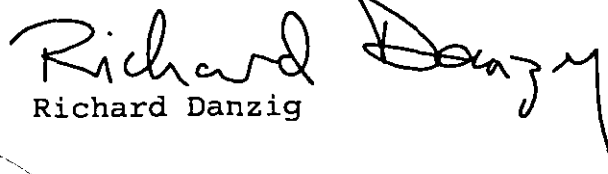
(5) Submit periodic status reports to the DASN(RA) on all items approved by the Secretary of the Navy, including action completed during the period, and the status of action required to complete implementation. At a minimum, a status report will be prepared 30 days prior to each schedule session.

b. The Chief of Naval Operations shall:

(1) Submit three nominations to fill a vacancy of the Naval Reserve Medical Department Officers on the MCRPB as prescribed in paragraph 4a(4) and as requested by the DASN(RA).

(2) On all Navy related Issues, receive the annual report of the MCRPB and submit appropriate comments and recommendations to the DASN(RA) for inclusion with the MCRPB report to the Secretary of the Navy, not later than 45 days after the report is finalized.

8. Report. The reporting requirement contained in paragraph 7 is exempt from reports control by SECNAVINST 5214.2B.


Richard Danzig

Distribution:

SNDL Parts 1 and 2

MARCORPS PCN 71000000000 and 71000000100

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PREScribed FORMAT FOR SUBMISSION OF NOMINATION TO THE MCRPB:

Grade/Name:

Date/Place of Birth:

Social Security Number:

Years of Service:

Date of Rank:

Promotion History:

Present Assignment/Mailing Address/E-mail Address:

Military Billets Held:

Decorations:

Military Schools:

Clearance/Issuing Authority/Type Investigation:

Civilian Schools/Degrees:

Home Address/Phone Number/E-mail Address:

Civilian Occupation: (Reservist Only)

Enclosure (1)

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PRESCRIBED FORMAT FOR SUBMISSION OF AGENDA ITEMS TO THE MCRPB:

Submitted By: (Include name & telephone number)

Subject:

Problem/Discussion:

Recommendation:

Chain of Command Recommendation:

CMC Recommendation:

CMC Action Officer: (Include name & telephone number)

Enclosure (2)